

Kenton County Airport Board
External Passenger Safety Meeting Minutes
May 18, 2022

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:45 a.m. on May 18, 2022, via Conference Call.

II. Roll call

III. Review/Discuss Open Items from Action Item List

- a) Reminded group of the scope/purpose of the meeting referring to the charter document previously shared.
- b) Shared examples of the internal passenger safety action item list for the purposes of helping the group understand implications/suggestions/issues that could affect the passenger travel ribbon.

IV. New business

Safety

Wendi Orlando shared the following:

Falls

- There have been a few incidents of falls on moving conveyances, specifically escalators. Please familiarize you and your staff as to where the emergency stop buttons are on each device so that we can attend to the fallen quickly.

Inclement Weather

- Reminder to follow your company's procedures regarding any lightning events.

Adam Kressler shared the following:

- Bag Make up in Concourse A, moving forward with safety risk assessment for those proposed changes. Please give any comments to Adam regarding this.
- Keep sidewalk areas outside on the ramp adjacent to the building clear of trip hazards.
- Increased numbers of employees are smoking outside in front of the Terminal. Cigarette butts have been thrown into the mulch. Please make sure to use the designated smoking areas and use the receptacles for the cigarette butts.
- We have two FOD Walks scheduled. One for May 24th, we will have airline reps meet at Gate A4 at 10am. The other one is scheduled for May 25th, airline reps to meet at Gate B6 at 10am.

Other Advisories:

- Casey Kinosz shared they have been working on an automated manual lightning strobe system that will provide one, or more than one, lightning visual cues as to how far lightning is away from the airport. Will be tested to be fully integrated into our current lightning warning system. Close to getting a Demo unit on site.
- Casey asked to please reach out if you have any personnel information to be added or taken off Everbridge. Reach out to Casey if you would like to schedule a tutorial regarding the Everbridge system.

Operations

Adam Kressler advised of the following:

- The power walks between Concourses A & B will continue to have repairs done.
- The service elevator that is accessible on the ramp from the A6 area remains out of service. Please use the elevator near Gate A4. This elevator is a passenger elevator, so the load limit is lower than the elevator near Gate A6.
- Floor repairs in the CONRAC building are ongoing.

Other Advisories:

- Greg Rice asked for an update regarding striping, redoing J lines and safety lines at the jetways. Adam informed him that more details will be forthcoming.

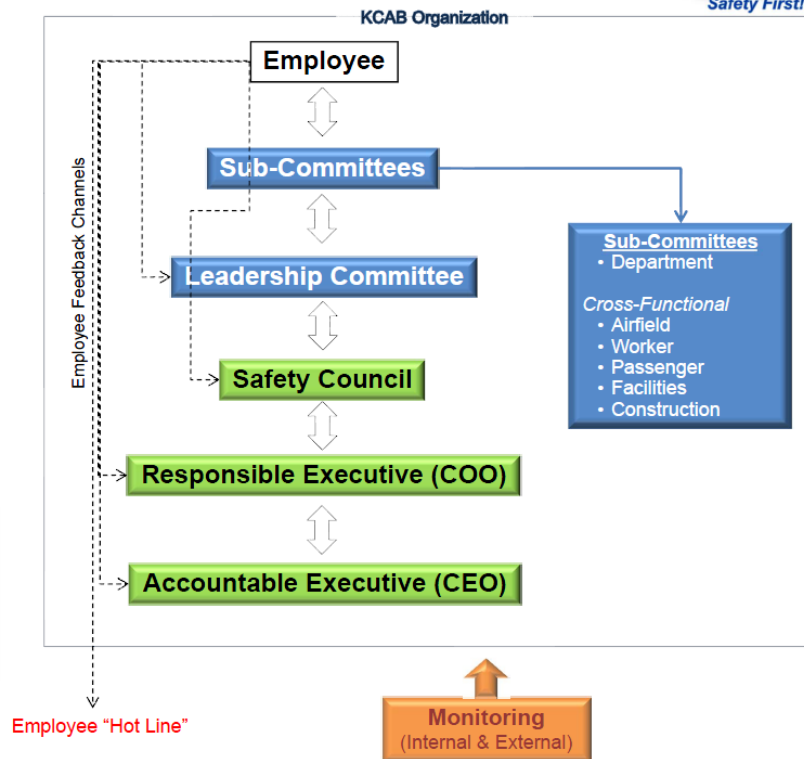
V. Adjournment

Wendi Orlando adjourned the meeting at 10:01 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando

KCAB Safety Structure



Passenger Safety Committee Charter

Safety is a shared responsibility and all are accountable for its promotion. Communication and staff participation are the primary keys of success. Success is attainable by effectively mitigating risk and providing a safe facility for airport staff, tenants, and passengers.

Mission

The Passenger Safety Committee will align safety with the functions of the Airport, its tenants, passengers, and contractors. The committee will be comprised of multiple department representatives responsible for identifying passenger related safety concerns in and around all Airport facilities, identifying safety trends and will take corrective action, as needed. Action items will be tracked to ensure proper assignment and completion in a timely manner to mitigate risk. The Passenger Safety Committee will support the Airfield Safety Committee, Construction Safety Committee, the Worker Safety Committee, and the Facility Safety Committee creating overlap to promote effective safety communication.

Primary Objectives

- Identify actionable passenger related hazards such as:
 - Trips/slips/fall hazards
 - Emergency Evacuation Conditions
 - Bio-hazards response
 - Prevention and Mitigation of Disease Transmission
- Hazards identified through multiple channels to include, but not limited to:
 - KCAB post-event alerts/notifications of passenger-related events,
 - Written, phone, email, or other means of communication to the sub-committee member(s) from internal staff, other sub-committees, and external key-stakeholders,
 - Committee-level meetings (noted in meeting minutes and/or action list).
- Document and trend available passenger-related hazard/risk data
- Propose solutions or preventative measures to the KCAB Safety Council
- Document resolutions and/or actions underway towards resolution
- Coordinate passenger-related corrective and/or procedural communications among key stakeholders
- Summarize sub-committee progress for the KCAB Safety's Accountable and/or Responsible Executive upon request

Secondary Objectives

- Offer assistance and representation on other safety sub-committees.
- Assist the Safety Council and other sub-committees with procedural communications among key stakeholders.

Key Participants:

Internal

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|---------------------------------------|---|
| ▪ Facilities Maintenance | ▪ Customer Service: Terminal Operations & Relations |
| ▪ Commercial and Business Development | ▪ Police |
| ▪ Planning and Engineering | ▪ ARFF |

External

- | | |
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| ▪ Airlines | ▪ TSA |
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Other Key Participants/ Subject Matter Experts invited, as needed.

